



CALLANDER COMMUNITY DEVELOPMENT TRUST

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Minutes

Company:	Callander Community Development Trust
Meeting date:	27 th May 2025
Meeting location:	Callander Connect, 43 Main Street, Callander
Meeting title:	Monthly Board Meeting

Members present

Marco Limonci (joining remotely)	Vice Chair	ML
Toby Kliskey	Treasurer	TK
Gordon Kerr	Director	GK
Frank Park	Director	FP
David Stutchfield	Director	DS
Paul Prescott	Director	PP
Mark Griffiths	Director	MG

Attendees

Freddy Bowen-Bate (Minutes)	Operations Manager	FBB
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Apologies

Alison Boa	Chair	AB
Marilyn Moore	Director	SM
David Moore	Director	DM
Brian McKay	Director	MG
Loucas George	Director	LG

Additional Circulation

Fiona Muir	Finance Officer	FM
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Signed:

Date: 24/06/25

Callander Community Development Trust, 55 Main Street, Callander, FK17 8DX
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Discussion topic

Action

1. Welcome and apologies

- 1.1. Directors nominated TK to chair meeting due to absence of AB and ML joining remotely. TK commenced the meeting at 10:05. AB, DM, MM and BM had tendered their apologies.

2. Minutes and actions of April 2025

- 2.1. The minutes of the monthly board meeting held on 29 April 2025 were proposed for acceptance by DS, seconded by PP and approved.
- 2.2. Board Action List dated 01 May 2025 was reviewed. Most actions from last board meetings are complete, save the following remaining:
- AB, FBB – Write job description for volunteers in Callander Connect with Liz Kliskey
 - All project or affiliate group lead directors – Complete project and affiliate group forms
 - MM – Update Phone Box Project Form with FBB's time
 - ML – Coordinate project board in Callander Connect with regular progress updates
 - FBB, TK – Liaise with Heritage Property Scotland on practicalities of 20% member discounts on booking holiday flat

3. Conflicts of interest

None

4. Health & Safety (any incidents to declare)

- 4.1. FBB raised an incident where the vault door in the Visitor Information Centre was locked accidentally. Duty Manager was called quickly to demonstrate how to unlock the door, but directors were concerned about the risk of this happening again with someone inside. FBB and TK to look into disabling the central lock on the vault door.

FBB & TK

5. Resignation of Directors – Sue Mackay and Tracey McFall

- 5.1. Associate Director for Callander Heritage Society, Sue Mackay, and Member Director Tracey McFall have both formally resigned from the board of CCDT due to other commitments. PP to write to CHS to ask if they would like to appoint someone else in lieu of SM. ML indicated to TM that if circumstances change, she would be welcome to return. FBB to update Companies House.

PP

FBB

6. Project Progress Updates

6.1. A'Chruinneag Flat & ATM

6.1.1. TK shared that the flat continues to receive bookings, with 70 so far this financial year (19 more since last month's meeting).

6.1.2. TK added that a 20% discount is being worked out with Heritage Property Scotland and once booking practicalities have been worked out, advertising will begin. FBB & TK

6.1.3. ATM continues to be operated by RBS, who pay a quarterly rent.

6.2. Callander Connect

6.2.1. In AB's absence, FBB relayed that he had provided a performance report on Callander Connect to the Community Council, who had queries around maximum capacity and financial sustainability. Project team to compile an application to Braes of Doune for contribution towards running costs. AB, DS, LG

6.2.2. The Fire Risk Assessment is due its annual review this month, which FBB and GK will work on. This will be sent to the Community Council and address concerns over capacity, evacuation procedure and fire exits. FBB & GK

6.2.3. Permission has been obtained from landlord to install a screen to allow for teleconferencing and temporary insulation in the ceiling. Research continues as to best solution for a screen to allow for teleconferencing.

6.3. Duck Feeder

6.3.1. In LG's absence, FBB reported that communication with the LLT National Park Planning Authority is ongoing for the installation of the feeder in the Meadows.

6.4. EBikes

6.4.1. GK reported that the team have been working on a better storage solution for the ebikes. It is no longer feasible to store them in the temporary locker behind 55 Main Street, so they are being kept at Callander Connect. Stirling Council have offered the use of their empty shipping container in Station Road Car Park, subject to a license agreement. This could be restored and decorated with unused funding from the Cycle Share Fund, possibly with painting by school children. FBB to chase Cycle Share Fund for permission to reallocate funds and liaise with Primary School and possible designers for the container. FBB

6.5. Main St Regeneration

6.5.1. In MM's absence, FBB reported that painting of the selected 17 premises along Main Street is due for completion by the end of August.

6.5.2. Work is underway to identify which shops will be offered new signage. The £5k grant from the Hydro Fund will cover 5 signs.

6.6. Meadows Masterplan

6.6.1. PP relayed that the project team are arranging a meeting with Anne-Michelle Ketteridge of Stirling Council to discuss the details of the proposed application to the Rural Tourism Infrastructure Fund (RTIF) for the design of an upgraded toilet, washing and waste facility at Station Road car park. Potential funding for other initiatives are being explored, such as the Riverwoods Development Grant and the Forth H2O fund.

6.6.2. PP requested the project be renamed from Meadows Masterplan to Meadows & Car Parks and for the Signposts legacy project to be added to the agenda next month. FBB

6.7. Old Primary School

6.7.1. DS and FBB reported that the project team recently met with Helen Terry who provided some valuable advice and insights into other similar projects undertaken in other communities.

6.7.2. A visit to the Primary School with Tracey Mills of Stirling Council was scheduled for last week, but was cancelled last minute. The project team will rearrange.

6.8. Pedestrian Bridge & Safe Routes to School

6.8.1. No update from Stirling Council on securing the Scottish Government funds. It was agreed that David Hopper should be contacted prior to the next Partnership Meeting (27.06.25) for an update on this, as well as plans for making the Creep/k footpath more accessible. ML, GK, TK and PP to arrange a meet with him in June.

ML, GK, TK,
PP

6.8.2. "Bike Bus"

6.8.2.1. GK advised that he and a handful of others are planning to pilot a "Bike Bus" whereby Primary School students would be cycle in a group with adult supervision from the east end of Callander group to and from school once a week. This is being risk assessed presently and will take place each Friday in June to assess the level of demand. If successful, GK would like CCDT to provide appropriate insurance, health and safety and safeguarding provisions going forward from the start of the new school term in August.

6.9. Phone Box

6.9.1. In MM's absence, FBB reported that there was no further update and a response was still due from Braes of Doune for painting materials.

6.9.2. MG and PP queried why funding is being sought, when the volunteer painter offered a donation. FBB to pass this on.

6.10. St Kessogs

6.10.1. No update.

6.11. Visitor Information Centre

6.11.1. Report submitted from Anne Gordon and Sheila Winstone. 4,822 visitors so far this season, clocking 418 volunteer hours. A new volunteer has joined, with more expected from the successful launch of the National Park volunteer sharing scheme. Work experience with a young person from Callander Youth Project is going well, with weekly shifts worked accompanied by her youth worker.

7. Reports/updates

7.1. Finance Reports

7.1.1. TK previously circulated finance reports, see summary in appendix 1.

7.1.2. He noted that the unusually dry Spring weather will result in reduced income for CCHL and the need for caution on expenditure.

7.2. Operations Manager Report

7.2.1. FBB previously circulated his report with summaries of support work provided to each project team, as well as Callander community initiatives like Press Pause, Spring Fling, Men's Shed, Callander Cabaret and The Gathering.

7.2.2. FBB advised that STEP have reviewed all existing CCDT policies and drafted ones we do not currently have for us. FBB will be in touch with the policies and governance subcommittee on this. FBB, PP, MM, BM

7.3. Hydro Fund Report

7.3.1. Sheila Winstone had submitted a report to the board with a summary of the most recent Hydro Fund awards they had approved: Callander Jazz & Blues Festival (contingency funds of up to £2,000), Callander Woodland Group (£3,800 for equipment and first aid training), Heart Film SCIO (£870 for film for Callander Mental Health Matters), McLaren High School (£2,490 to support Garden for the Future project with CYP) and McLaren High School PTA (up to £500 to service the Canoe Club's trailer).

8. Callander Enterprise and Business Group

8.1. FBB relayed to the Board a recent decision of Callander Enterprise to fold as an organisation and instead become an informal business group, working on outcomes from the Press Pause workshop among other things as they see fit. Once this has been arranged, they will write to the CCDT Board. This will mean that MM is no longer their appointee to the CCDT Board and, if desired, will instead need to be co-opted.

9. Golf Club Proposal

- 9.1. A proposal from Callander Golf Club had been circulated, and MG had attended a meeting with them to discuss plans to develop an outdoor experience centre on site, complete with aire, new Mens Shed base and improved signage to and around the network of walking and cycling paths around the course. They seek coalition with CCDT in developing these plans.
- 9.2. PP noted that signposts for these paths were funded by the Callander Landscape Partnership and delivered. These need to be located and erected, possibly by the Mens Shed as an early project. PP
- 9.3. MG, PP, DS and FP to be the directors who work on this with the Golf Club.

10. Any other business

- 10.1. Strategy Day next steps
- 10.1.1. ML advised he would like to reconvene the board in June to continue work on a strategy for CCDT.
- 10.2. Mens Shed
- 10.2.1. FBB relayed that Callander Area Mens Shed have requested that CCDT hold funds for them while they organise their charitable status and bank account. The Board were happy to do so and hoped that once established, CAMS will become an Associate Organisation of CCDT.
- 10.3. Development Officer
- 10.3.1. TK, MM and ML had previously circulated a draft job description for a new Development Officer on a 2 day per week, self-employed basis. Comments from individual directors have been incorporated.
- 10.3.2. The Board approved the document, which will now be advertised locally in the first instance. TK, FBB
- 10.4. National Park Access Forum plans
- 10.4.1. PP reported that there are plans to improve the accessibility of the section of the NCN7 track between Kilmahog and Callander, including a proposal of a new dimensional bridge over the river.
- 10.5. Greener Callander and Callander Woodland Group
- 10.5.1. DS reported that Greener Callander raised £1,400 at their recent annual plant sale and that CWG would be meeting with FLS soon to discuss maintenance of tracks in Coilhallan Wood. PP requested to be kept in the loop about this. TK provided a breakdown of cost centres for FY to date against approved budget figures: see appendix 1.
- 10.6. LG Community Council Resignation

10.6.1. LG has resigned as Vice Chair of Callander Community Council. This FBB will mean that LG is no longer their appointee to the CCDT Board and, if desired, will instead need to be co-opted. FBB to ask CCC if they would like to appoint another.

Date of next meeting: Tuesday 24th June 2025 at Callander Connect

Appendix 1: Finance Report Summary

	Year to date (April 25)			Notes	Approved Budget Financial Year 25/26			Notes
CCHL Income			£290,000				£306,000	
Cost centres	Income	Expenditure	Balance		Income	Expenditure	Balance	
Operations	£0	£5,522	-£5,522		£0	£74,230	-£74,230	
Holiday Let	£790	-£203	£993		£22,000	£12,663	£9,337	
ATM	£0	£0	£0		£3,500	£0	£3,500	
VIC	£4,622	£4,658	-£36	C. £13k stock retained plus £13,400 bought for 25/26	£40,000	£50,000	-£10,000	
Callander Connect	£100	£1,072	-£972		£2,052	£12,052	-£10,000	
LPP	£0	£1,280	-£1,280		£0	£1,250	-£1,250	Any approved spend will need to be drawn down from Contingency below
Hydro Charity Fund	£0	£596	-£596		£0	£70,000	-£70,000	Usual £60k allocation from CCDT resources but added £10k for CAB Hardship Fund
Investment Fund	£0	£0	£0	Proposed £10k monthly investment	£0	£120,000	-£120,000	In accordance with formally approved Investment Strategy
Managed Funds	£0	£0	£0		£0	£0	£0	Any approved spend will need to be drawn down from Contingency below
Contingency	£0	-£1,280	-£1,280		£0	£33,357	-£33,357	
Total CCDT Expenditure	£5,512	£11,645	-£6,133		£67,552	£373,552	-£306,000	
CCDT Balance			-£6,133	Taken to Investment Fund and operating costs for next Q and Restricted Funds			£0	

